

ASPE – Accident and Sickness Program for Exchanges Training Program Material Development and Support



Project Title	ASPE – Accident and Sickness Program for Exchanges Training Program Material Development and Support
Project Summary	The duties of this project will include assisting the ASPE Program Manager with the comprehensive development of strategic planning for training and materials in support of ECA exchanges, to include development of a strategic ASPE training program (s) tailored to ECA exchange programs and co-ops.
Country	United States
Country/Region of Focus	Global

Project Description

The Accident and Sickness Program for Exchanges (ASPE) Health Benefit Plan is a limited health care benefit plan for exchanges designed by the Department of State (DoS) and is administered by Seven Corners, Inc. This plan is not an insurance policy. The ASPE is a self-funded, limited health care benefit plan designed to pay covered medical expenses for eligible exchange participants who are participating in ECA-sponsored exchange programs. Covered medical expenses are subject to limitations and preexisting medical conditions are not covered. The program covers approximately 13,000 active grantees per year, comprised of various exchanges within the Bureau for Educational and Cultural Affairs (ECA). Grantees include Fulbright students and scholars, International Visitors, and many other exchanges that are operated through ECA grants.

The duties of this position will include assisting the ASPE Program Manager with the comprehensive development of the following materials in support of ECA exchanges: Development of a strategic ASPE training program (s) tailored to bureau program officers, co-ops, and grantees who utilize the ASPE program. This also includes working with the ASPE Program Manager to streamline cohort-specific SOPs and related training materials and briefings.

In addition to working with projects related to training, the duties of the position may include program support duties. These duties may include closely monitoring and analyzing reporting and statistical information and trends and synthesizing the information for the ASPE Program Manager to brief senior management, on a routine and ongoing basis, as well as other program operational support.

Required Skills or Interests

Skill(s)

Analytical writing

Cultural diplomacy

Data analysis

Data visualization

Design thinking

Economic analysis

Editing and proofreading

Educational design

Marketing

Research

Survey / polling design

Writing

Additional Information

Desired qualifications include:

- The ability to work well under pressure
- Competent at managing responsibilities in a high-volume atmosphere
- Excellent verbal and written communication skills

Language Requirements

None